

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer

July 1, 2008

Job Title:	Painter	Position No.:	39335
Division:	Montana State Prison	Pay Band:	Blue Collar 10
Location:	Deer Lodge	Bargaining Unit:	012, Craft Council
Status:	Permanent, Full-Time	Supplement:	Yes, Authorization to Release
Salary:	\$18.12/ hr	Hours:	8:00 a.m. – 4:00 p.m. M-F

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources
600 Conley Lake Road
Deer Lodge, MT 59722

fax: (406)846-2950

email: whislop@mt.gov

No later than 5:00 p.m., July 18, 2008

Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties: The position is responsible for communicating with Maintenance Services Managers by developing, adhering to, and modifying a paint schedule that addresses all buildings that make up Montana State Prison and providing necessary painting maintenance to the ranch area and all prison housing. In addition the position is responsible for planning all work assigned to the position to maintain painting service by performing all paint duties for construction projects assigned to the institution and maintenance of all buildings. The position must also maintain, repair, and operate of all painting equipment. The position hires, trains, evaluates and counsels an inmate work force and is also responsible for insuring institutional security. Finally the position is responsible for carrying out emergency assignments which include fire-fighting responsibilities.

Qualifications: The position requires thorough knowledge of all phases and types of painting work, including but not limited to; available products, color mixing, color coordination, equipment usage, product applications and proper handling and storage of paint products. The position must be skilled in the use of hand and power tools, in the operation of all types of support equipment; must be able to maintain effective working relationships; must be able to communicate both orally and in writing. The incumbent must be able to communicate effectively verbally and in writing and develop and maintain effective working relationships.

Education & Experience: The above qualifications are typically acquired through successful graduation from a Vocational Technology School along with the completion of a journeymen painter's apprenticeship program.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must

request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ** HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 4 on the State of Montana broadband pay plan. The salary is \$17.637/hr. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**MONTANA DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____

(Please print or type)

Other Names Used: _____

Social Security Number: _____ Date of Birth _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect, or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related only to the hiring decision of the position for which I have applied.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

____ No ____ Yes Date _____ Jurisdiction _____

APPLICANT'S SIGNATURE DATE _____